

The following was passed at Faculty Senate Meeting #221 on March 6, 2017:

**MOTION:**

The UAF Faculty Senate moves to revise the title and procedures of academic progress reporting; to restate the purpose of the progress report, to offer a window of time for faculty to submit their report, and to establish minimum reporting requirements for faculty. All instructors are encouraged to report midterm grades (tenured, tenure-track, term, adjunct, graduate teaching assistant). At minimum, those instructors of 00 level, 100 level, and 200 level courses shall report students who are performing below a C level. This allows faculty to report early enough to give students a chance to improve their grades or to make other academic choices with the support of advisors.

Effective: Fall 2017

Rationale: To bring the previous motions regarding midterm grades and academic progress reporting up to date by clarifying the intent, the definition, the procedures for reporting, and to reflect current policy. This policy has been referred to by various names, including: academic progress reports, early progress reports, freshman progress reports, low grade reports, low grade freshman reports, and midterm grades, and there have also been targeted early warning reports. They are called midterm grades in Banner. The motivation for this intervention is to increase retention by making students aware of the need to take action.

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The existing processes were originally put in place by a series of motions summarized here.

At Meeting #127 on February 7, 2005, a motion required all faculty and instructors teaching 100 and 200 level courses to submit freshman progress reports by the 5th week of the semester, and to explicitly state in the syllabus how midterm grades were calculated.

At Meeting #113 on February 3, 2003:  
The motion changed the name from low grade reports to freshman progress reports, and required midterm grades calculated for all freshman.

At Meeting #77 on February 9, 1998:  
The motion changed the timeline to the 6th Friday after the start of classes.

At Meeting #59, passed on Nov. 13, 1995.  
The motion changed the timeline to the Wednesday of the 4th full week of instruction.

At Meeting #4 on April 22, 1988:  
The motion stated that midterm grade reporting was optional for each campus.

At the Academic Council meeting #103 on November 7, 1984 a policy was passed that required mid-term grade reports for freshmen with a grade of less than a C, and that these grades shall be due during the fourth week of classes.


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The Midterm Progress Reporting process shall be completed as follows:


Instructors are encouraged to provide feedback for all students, especially for students who are failing and students in lower division (00, 100 and 200 level) undergraduate sections. In addition, for lower division classes:

1. Faculty shall report grades for all students who are at risk of a C- grade or below.
2. Instructors shall submit midterm progress reports between the beginning of the 4th and the end of the 6th week of the semester.
3. Advisors shall follow up by contacting students to encourage them to utilize the academic support resources available to them.
4. Faculty and advisors shall encourage students to make a plan to be successful or withdraw from the course.

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 2017-03-06

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President, UAF Faculty Senate

APPROVAL:  \_\_\_\_\_  
Chancellor's Office

DATE: \_\_\_\_\_

DISAPPROVED: \_\_\_\_\_  
Chancellor's Office

DATE: \_\_\_\_\_